



State of Alabama Department of Revenue

Montgomery, Alabama 36132
(www.revenue.alabama.gov)

NOTICE TO APPLICANTS

Important Information

- After receiving your Regulatory License, you must purchase your privilege license (Section 40-12-51) from your county licensing office. You must present your regulatory license to obtain the privilege license.
- If your business is located within the city limits, you must obtain a license from your city licensing office.
- Dealer plates are purchased at your county probate office.
- If you wish to become a Designated Agent, please e-mail the Motor Vehicle Division at Etaps@revenue.alabama.gov.
- If your insurance is cancelled during the license year, a reinstatement letter or new certificate must be submitted by mail or fax.
- If you change locations during the license year, you must return your old license and obtain a new license. For details, please contact the Severance & License Section at (334) 353-7827.
- If you change the name of your business during the license year, please contact the Severance & License section regarding the requirements.
- If you go out of business, you must return your license and dealer plates to the Severance & License Section.

If you conduct a temporary off site sale, an additional license is required and must be obtained 14 days prior to the beginning date of the sale. You must submit \$25.00 and a completed application. The application can be downloaded from www.revenue.alabama.gov/licenses/LIC-539-6.pdf.